

DMA Policy: 3-0170  
Name: PROBATIONARY POLICY AND PROCEDURE  
Reference: MOM 3-0170  
Reference Other: \_\_\_\_\_  
Approval  
Signature: Randall Mosley/s  
Effective Date: 5-7-02

## PROBATIONARY POLICY AND PROCEDURE

It is the policy of the Department of Military Affairs to set a probationary period as part of the new employee selection process. A six-month trial period may be established for Department of Military Affairs employees who are reassigned and/or promoted into DMA positions. A probationary/trial period provides for the effective adjustments of newly hired, promoted, or reassigned employees.

The probationary period is an opportunity for newly hired employees to evaluate the Department of Military Affairs to determine whether their expectations for work satisfaction and career goals will be met. It also provides management the opportunity to evaluate a newly hired employee's performance and suitability in a position. For the newly reassigned or promoted employees, it provides an adjustment period for both the employee and supervisor to become mutually satisfied with the change.

During anytime of the probationary period, management may dismiss the newly hired employee without prior notice or obligation. The termination shall be considered as without prejudice, unless the reason for dismissal warranted documentation. Newly hired employees that are separated during the probationary period have no appeal rights under the Department's grievance procedure.

If during the trial period, management feels the newly reassigned or promoted employee is not successfully filling the requirements of the new position, or the employee is dissatisfied with the new position, the employee may be returned to his or her former position, an equivalent position or other appropriate action taken, consistent with Department of Military Affairs personnel policies, i.e., discipline, grievance, reduction, in force.

Employees may also elect to terminate voluntarily during the probationary period. Termination during the probation will be without prejudice and cause no negative action to be applied against the employee except in circumstances where the actions warrant notice.

The supervisor must inform the employee of the standards by which the employee will be evaluated during the six month probationary period, i.e. what is expected in terms of quality of work, technical competence, objectives, work plan, attendance, etc. Supervisors should also provide assistance to employees through on-the-job training and counseling throughout the period in order to help make the probationary period successful.

The probationary period will consist of the first six months of hire for all new employees. Extensions of the probationary period will only be granted under extenuating circumstances and must be approved by the DMA Director.

### PROCEDURES

1. All permanent employees must be informed that they are on a probationary/trial period the first day of hire and/or promoted or reassigned into another position and given a copy of this policy.
2. During the orientation period, the immediate supervisor must inform the employee of the standards which the employee will be evaluated against.

3. The immediate supervisor should make a reasonable effort during the probationary period to ensure the employee gets adequate training and counseling when appropriate for the requirements of the position.

4. Before the end of the probationary/trial period, the Personnel Officer will send the "End of Probationary Status Form" to the appropriate administrator advising of the name of the employee, date of the end of the probation/trial, and request for the administrator to indicate if the new employee should be moved into a permanent status in the position, or the promoted or reassigned employee has successfully completed the trial period (a performance evaluation should be held with the employee). For newly hired employees, the administrator may recommend further training (extension of probation period), dismissal, or permanent status. For the promoted or reassigned employee the administrator may recommend that the employee be returned to his or her former position, as equivalent position or other appropriate action, consistent with DMA policies, i.e., discipline, grievance, reduction in force.

5. When recommendation is made for extension of the probation period, transfer, or dismissal, the performance evaluation and accompanying recommendation should be forwarded to the Division Administrator or Program Manager through the Personnel Officer for review and consideration. An extension of the probationary period may be granted only as a result of extenuating circumstances.

## Notification of Probationary/Trial Period

### EMPLOYEES END OF PROBATIONARY STATUS FORM

Division Administrator:

Employee Name:

Date of end of probation/trial:

- ☐ Move employee to permanent status
- ☐ Promoted or reassigned employee has successfully completed trial period
- ☐ Dismissal
- ☐ Recommendation for further training or extension of probationary period

Performance evaluation was held on:

\* Attach a copy of the performance evaluation.

\*\* When recommendation is made for extension of the probation period, transfer, or dismissal, the performance evaluation and accompanying recommendation should be forwarded to the Division Administrator, or Program Manager through the Personnel Officer for review and consideration. An extension of the probationary period will be granted only as a result of extenuating circumstances.

